

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 19-04-30-01

THE MATTER OF AMENDING LANE MANUAL
CHAPTER 3 TO ADD PROVISIONS
PERTAINING TO THE BOARD OF
COMMISSIONERS' AGENDA TEAM (LM 3.017)

The Board of County Commissioners of Lane County **ORDERS** as follows:

Lane Manual Chapter 3 is amended by removing, substituting or adding the following sections:

REMOVE THIS SECTION

NONE

INSERT THIS SECTION

3.017

If any section, subsection, sentence, clause, phrase or portion of this Order or the referenced Lane Manual provisions is for any reason held invalid or unconstitutional by any court or administrative agency of competent jurisdiction, such portion is deemed a separate, distinct, and independent provision, and such holding does not affect the validity of the remaining portions.

Said sections are attached hereto and incorporated herein by reference. The purpose of this substitution is to establish the membership and responsibilities of the Lane County Board of Commissioners' Agenda Team. (LM 3.017).

ADOPTED this 30th day of April 2019.



Pete Sorenson, Chair
Lane County Board of Commissioners

APPROVED AS TO FORM
Date 4/30/19

LANE COUNTY OFFICE OF LEGAL COUNSEL

3.014 Operation.

- (1) The Office operates subject to the direction of the Board.
- (2) The Board may delegate its authority to act with regard to the functions of the Office, subject to the requirements of law.
- (3) The Office will be so organized and employ such personnel as in the judgment of the Board will most efficiently and economically carry out the functions of the Office and discharge its responsibilities in the best interest of the people of Lane County.
- (4) Each Commissioner may appoint his or her respective assistant, who will work in developing priorities, policy objectives and constituent services as directed by the Commissioner and consistent with Lane Manual policies and as authorized through the annual budget process.
(Revised by Order No. 93-5-19-5, Effective 5.19.93; 17-06-06-06, 6.6.17)

3.015 Employees.

- (1) The Board of Commissioners has three direct report employees, the County Administrator, the County Counsel, and the Performance Auditor.
- (2) The Board of Commissioners delegates their authority as the employer of the employees listed in subsection (1) to approve Time Management requests, expense requests and other similar administrative functions of an employer as set out in subsections (3) and (4) below.
- (3) The three employees will adopt written procedures designed to provide that no employee will approve their own Time Management requests, expense requests or other similar administrative functions. The written procedures will be submitted to the Board of Commissioners for their review and approval.
- (4) Any procedure adopted pursuant to subsection (3) will designate an individual with ultimate responsibility for the approvals in subsection (2) for each of the employees.
(Revised by Order No. 18-10-02-02, Effective 10.2.18)

3.017 Agenda Team

As stated in Lane County Home Rule Charter Section 14.2.c.iii, the Chair of the Board of Commissioners determines the order of board business. In order to further define the Agenda Team and formalize the agenda process, the Agenda Team will consist of the Chair, Vice Chair or their designee, the County Administrator, County Counsel, the Board Coordinator and other County staff the Chair, Vice Chair or their designee deem necessary. The Chair will be responsible for running the Agenda Team meeting. In the Chair's absence the Vice Chair or their designee runs the Agenda Team meeting. The Agenda Team meets and prepares the agenda for future Board meetings.

DEPARTMENT DIRECTORS**3.020 Department Directors.**

The County is organized into Administrative Departments, as that term is used in the Charter, for the purposes of carrying out the policies of the County and administering its affairs. Subject to the review and approval of the County Administrator, each of the Departments will be administered by a Department Director. All Department Directors other than elective administrative officers, County Counsel, and the Performance Auditor are appointed by the County Administrator and hold office at his or her pleasure, unless otherwise required by law. All Department Directors positions are included in the unclassified service of the County. Department Directors have the following general authorities in addition to those specified in the Department description:

- (1) As recommended by the County Administrator, where appropriate the Departments will be so organized and employ such personnel to most efficiently and economically carry out the functions of the Departments and discharge their responsibilities in the best interest of the people of Lane County,

3.012 Functions.

The Office has all those functions allocated to the Board under the State law, the Lane County Home Rule Charter, the Lane Code and the Lane Manual, except as such functions have been or may in the future be delegated by the Board.

(Revised by Order No. 93-5-19-5, Effective 5.19.93; 17-06-06-06, 6.6.17)

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